

**ARIZONA STATE SCHOOLS FOR THE DEAF AND THE BLIND
POSITION DESCRIPTION**

POSITION TITLE: MASTER NIGHT SUPERVISOR

POSITION LOCATION: ASDB

POSITION REPORTS TO: Dean of Students

POSITION SUPERVISES: Night Supervisor staff as assigned by Dean and Director

MINIMUM QUALIFICATIONS:

High School diploma, two years experience as a Night Supervisor in the Extended School Day Program or equivalent residential experience; intermediate sign language skills or the ability to obtain that proficiency within the first year of employment as Master Night Supervisor; CPR certification and/or lifesaving techniques and CIT certification or obtain within the first 90 days of employment. Level C certification required.

PREFERRED QUALIFICATIONS: Leadership experience directing work of others; course work in education, deafness, visual impairments, child development, supervision; advanced expressive and receptive sign language skills; possess a working knowledge of Braille.

MAJOR DUTIES AND RESPONSIBILITIES: Be available to all Night Supervisors in all of the residential halls to provide assistance; make nightly rounds of all residences as assigned; make decisions and deal with emergencies; make recommendations on staff performance to Dean and Director; participate in employee conferences and conduct evaluations; provide leadership and feedback to staff on behavior management programs and the handling of individual problems; attend staff meetings with Dean or Director as needed; train new Night Supervisors; assist Duty Officers with campus duty emergencies; safely lift and transfer non-ambulatory students; required to be awake, alert, and vigilant throughout each scheduled shift. Ability to direct and coordinate the work of staff; knowledge of behavior management strategies; other related duties as assigned.

SPECIAL CONDITIONS/REQUIREMENTS: Must utilize appropriate personal protective equipment as required.